

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 23LITC

9 SEPTEMBER 2004

Manpower Standard

**COMBAT READINESS TRAINING CENTER
MUNITIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the work center description (WCD) for varying levels of workload in the Combat Readiness Training Center (CRTC) Munitions function whose mission is to provide an integrated, year-round, realistic training environment (airspace, facilities, equipment) for units to enhance their combat capability and readiness. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force and ANG directives contain policy and procedural guidance for the operation of the CRTC Munitions function. This standard applies to the Alpena, Gulfport, Savannah and Volk Field CRTCs and is applicable to peacetime operations only. This standard was developed in accordance with (IAW) AFI 38-201, *Determining Manpower Requirements*, Air Force Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/ Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard (ANG) Base, TN 37777-6283.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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1. STANDARD DATA.

1.1. Approval Date: 9 September 2004

1.2. Man-hour Data Sources: The Operational Audit (historical record and technical estimate) technique was used to collect/determine man-hour/manpower data.

1.3. Man-hour Equation:

$$1.3.1. Y = 270.1 + 0.2670X$$

1.3.2. Upper and Lower Extrapolation Limits:

$$1.3.2.1. Y_U = 500.49.$$

$$1.3.2.2. Y_L = 262.73.$$

1.4. Workload Factor.

1.4.1. Title: A Munition Transaction Processed.

1.4.2. Definition: The average monthly number of Munition transactions processed.

1.4.3. Source: The CRTC Monthly Utilization Report maintained by ANG/C4R.

1.4.4. Points of Contact.

1.4.4.1. Functional: Mr Pat Welch, ANG/C4R

1.4.4.2. Manpower: Major Brian Cotton, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS.

2.1. Step 1. Apply the man-hour equation in Paragraph 1.3., above, to determine required man-hours.

2.2. Step 2. Divide the resulting man-hours by the appropriate Man-hour Availability Factor (MAF) times the overload factor. The answer will quantify the required fractional manpower. Round the fractional manpower up to the next whole number.

2.3. Step 3. Manpower Table. Use the Manpower Table at Attachment 3 to determine required Air Force Specialty Codes (AFSC).

2.4. No other application instructions apply.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this work center are eight hours per day, five days per week. Because of extensive deployed unit-in-training support, hours of operations for this work center are frequently extended both in hours of operation and

number of days per week. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools.*

AFMS 00AA, *Standard Indirect Allowed Man-hours*

Abbreviations and Acronyms

ADPE - Automated Data Processing Equipment

ADR - Ammunition Disposition Request

AF - Air Force

AGR - Active Guard/Reserve

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

ACP - Ammunition Control Point

CAS-B - Combat Ammunitions System-Base

CATM - Combat Arms Training and Maintenance

COMSEC - Communications Security

DoD - Department of Defense

DEMIL - Demilitarization

EOD - Explosive Ordnance Disposal

HAZMAT - Hazardous Material

IAW - In Accordance With

MAJCOM - Major Command

MASO - Munitions Accountable Systems Officer

MEP - Management Engineering Program

MMHE - Munitions Material Handling Equipment

NGB - National Guard Bureau

OJT - On-The-Job Training

PI - Periodic Inspection

PII - Pre-Issue Inspection

RI - Receiving Inspection

RMI - Returned Munitions Inspection

SI - Shipping Inspection

SMI - Storage Monitoring Inspection

SPI - Special Inspection

TMO - Traffic Management Office

TO - Technical Order

UMD - Unit Manpower Document

WCD - Work Center Description

WLF - Workload Factor

WRM - War Reserve Materiel

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Historical Record. Documented past work performance of the work center.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Operational Audit. A work measurement method consisting of one or a combination of the following techniques: good operator timing, historical records, technical estimate, standard time, and directed requirement.

Technical Estimate. A determination of the standard hours required for a given task, based on an estimate by individuals who are technically and professionally competent to judge the time required.

Work Center Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2**WORK CENTER DESCRIPTION
COMBAT READINESS TRAINING CENTER (CRTC)
MUNITIONS****A2.1. DIRECT.**

A2.1.1. MUNITIONS ACCOUNTABILITY. Manages munitions resources. Manages proper accountability, storage, use, records, files, and serviceability.

A2.1.1.1. DEVELOPS ANNUAL FORECAST (FIVE-YEAR REQUIREMENTS) OF MUNITIONS ASSETS. Gives training and written and verbal guidance to users as to proper authorizations and requirements in preparing individual forecasting reports.

A2.1.1.2. COMPILES AND SUBMITS FIVE-YEAR FORECASTING REQUIREMENT TO MAJOR COMMAND (MAJCOM).

A2.1.1.3. RECEIVES/REVIEWS ALLOCATION FORECASTING DISTRIBUTION FROM MAJCOM.

A2.1.1.4. DISTRIBUTES FISCAL YEAR AUTHORIZATION TO USER BASED ON REQUIREMENTS AND PRIORITIES OF MISSION.

A2.1.1.5. LOADS ALLOCATION FOR ACCOUNT INTO THE COMBAT AMMUNITIONS SYSTEM-BASE (CAS-B).

A2.1.2. BASE STOCK:

A2.1.2.1. REQUISITIONS MUNITIONS IN CAS-B. Inputs requirement into CAS-B and performs follow-up on requisition with MAJCOM and shipping units or Ammunition Control Points (ACPs).

A2.1.2.2. RECEIVES MUNITIONS SHIPMENT. Escorts truck to storage area, downloads truck, and places shipment in storage.

A2.1.2.3. PERFORMS GENERAL INSPECTION. Performs general inspection in accordance with (IAW) appropriate technical order (TO). Performs movement control and assigns location.

A2.1.2.4. COORDINATES AND PROCESSES RECEIPT PAPERWORK IN CAS-B. Loads asset historical records and shelf-life criteria into CAS-B. Performs document control. Performs Periodic Inspection if lot historical records are not available.

A2.1.2.5. SHIPS MUNITIONS. When directed by MAJCOM, ships items to other users. Inputs shipment into CAS-B; prepares items for shipment; performs shipping inspection; and provides paperwork to Traffic Management Office (TMO).

A2.1.2.6. LOADS SHIPMENT ON TRUCK.

A2.1.2.7. PROCESSES UPDATE OF SHIPMENT IN CAS-B. Inputs date and time of departure, finalizes document and performs document control.

A2.1.2.8. ISSUES MUNITION. Processes authorized issue for user.

A2.1.2.9. PROCESSES PAPERWORK REQUEST FROM USER AND INPUTS INTO CAS-B.

A2.1.2.10. LOCATES ASSET AND PERFORMS BREAKOUT FROM STORAGE.

A2.1.2.11. PERFORMS PRE-ISSUE INSPECTION. Re-packages quantities from lite boxes; stencils and placards.

A2.1.2.12. PREPOSITIONS ASSET TO SELECTED STRUCTURE FOR USER.

A2.1.2.13. PROCESSES MOVEMENT CONTROL IN CAS-B.

A2.1.2.14. ACCOMPLISHES INVENTORY OF ASSET AND TRANSFERS ACCOUNTABILITY TO USER UPON ISSUE. Processes paperwork for signatures and performs document control.

A2.1.2.15. TURNS-IN MUNITIONS. Turns-in item and processes for return to storage when issued assets exceed requirement.

A2.1.2.16. ACCOMPLISHES INSPECTION AND INVENTORY OF ASSETS UPON TURN-IN.

A2.1.2.17. PROCESSES PAPERWORK WITH USER.

A2.1.2.18. TRANSFERS ACCOUNTABILITY AND PROCESSES IN CAS-B. Distributes paperwork to user and performs document control.

A2.1.2.19. PERFORMS RE-PACKAGING TO STOCK. Stencils and re-seals containers.

A2.1.2.20. RETURNS ASSET TO STRUCTURE.

A2.1.2.21. PROCESSES MOVEMENT CONTROL AND INPUTS TO CAS-B.

A2.1.2.22. VERIFIES EXPENDITURE OF MUNITIONS. Verifies assets used, processes paperwork with user, and retains residue.

A2.1.2.23. ACCOMPLISHES INVENTORY AND INSPECTION OF REMAINING ACCOUNT ASSETS.

A2.1.2.24. PROCESSES PAPERWORK WITH USER.

A2.1.2.25. OBTAINS SIGNATURE FOR EXPENDITURE FROM USER. Distributes paperwork copies to user and performs document control.

A2.1.3. MUNITIONS ACCOUNTABLE SYSTEMS OFFICER (MASO)
RESPONSIBILITIES:

A2.1.3.1. PERFORMS MUNITIONS PLANNING. Analyzes management data to determine the effectiveness of munitions support, personnel utilization, and requirements.

A2.1.3.2. DEVELOPS/PROVIDES TECHNICAL TRAINING. Develops and provides a training program to cover all aspects of the operation.

A2.1.3.3. PERFORMS INVENTORY AND REVIEW OF ACCOUNT OPERATIONS. Performs inventory/review as a minimum semiannually.

A2.1.3.4. REVIEWS, RESEARCHES AND INVESTIGATES INVENTORY DISCREPANCY.

A2.1.3.5. DEVELOPS AND PUBLISHES WING OPERATING INSTRUCTION FOR COMMANDER, CUSTODIAN, AND USER OF MUNITIONS.

A2.1.3.6. APPOINTS MUNITIONS INSPECTOR AND COMBAT AMMUNITION SYSTEM (CAS) SECURITY MANAGER.

A2.1.3.7. PROVIDES BRIEFING AND DETAILED TRAINING TO ACCOUNT CUSTODIAN AND CERTIFYING OFFICIAL.

A2.1.3.8. COORDINATES DRAFT AND APPROVES COURTESY STORAGE AGREEMENT.

A2.1.3.9. PERFORMS BASE WAR RESERVE MATERIELS (WRM) MUNITIONS MANAGER FUNCTION.

A2.1.3.10. PROVIDES WRITTEN AND VERBAL NOTIFICATION OF SAFETY SUPPLEMENT TO AFFECTED USER.

A2.1.4. SUPERVISION. Responsible for overall management of the Munitions Element.

A2.1.4.1. MONITORS SHIFT MANNING; IMBALANCES BETWEEN AUTHORIZATIONS AND NUMBER OF PERSONNEL ASSIGNED; AND CURRENT SKILL LEVELS.

A2.1.4.2. EVALUATES SKILL, APTITUDE AND PROFICIENCY OF ASSIGNED PERSONNEL TO DEVELOP WORK CENTER TRAINING REQUIREMENTS.

A2.1.4.3. ACCOMPLISHES AND MONITORS AIR FORCE (AF) FORM 623, TRAINING RECORD.

A2.1.4.4. MANAGES ADDITIONAL DUTIES, LEAVES AND DETAILS TO MINIMIZE WORK FORCE DEGRADATION.

A2.1.4.5. DIRECTS WORK CENTER ACTIVITY:

A2.1.4.5.1. ENSURES SCHEDULED AND UNSCHEDULED MAINTENANCE ACTION IS IDENTIFIED AND COMPLETED.

A2.1.4.5.2. RESOLVES TECHNICAL PROBLEM FOR SUBORDINATE PERSONNEL.

A2.1.4.6. REVIEWS NEW, REVISED, OR CHANGED PUBLICATION AND BRIEFS PERSONNEL ON SIGNIFICANT CHANGE.

A2.1.4.7. REVIEWS AND SCHEDULES SAFETY AND HEALTH TRAINING REQUIREMENT (INITIAL AND RECURRING) ON AF FORM 55, EMPLOYEE SAFETY AND HEALTH RECORD.

A2.1.4.8. ENSURES MUNITIONS MATERIAL HANDLING EQUIPMENT (MMHE), SUPPORT EQUIPMENT, AND TOOLS ARE OBTAINED AND PROPERLY UTILIZED.

A2.1.4.9. ENSURES VISUAL AND USER INSPECTION IS PERFORMED ON LIGHTNING PROTECTION AND STATIC GROUND SYSTEMS.

A2.1.4.10. ENSURES MONTHLY AND QUARTERLY SELF-INSPECTION CHECKLISTS ARE COMPLETED.

A2.1.4.11. PERFORMS SUPERVISION REVIEW OF EQUIPMENT/FORMS AND MONITORS STATUS.

A2.1.4.12. REVIEWS AND MAINTAINS EXPLOSIVE SITE PLAN AND DELIVERY ROUTE.

A2.1.4.13. COORDINATES AND RESPONDS TO DEPARTMENT OF DEFENSE EXPLOSIVE SAFETY BOARD INSPECTION. Reports findings and corrections to MAJCOM.

A2.1.4.14. PREPARES AND COORDINATES FOR FORMAL INSPECTION.

A2.1.4.15. REVIEWS AND RESPONDS TO FORMAL INSPECTION REPORT AND STATISTICAL DATA. Reviews report and data for impact on work center status and to identify possible trends requiring management action.

A2.1.5. SAFETY:

A2.1.5.1. REVIEWS AND IMPLEMENTS NEW SAFETY PROGRAM.

A2.1.5.2. COORDINATES FIRE DRILL WITH BASE FIRE DEPARTMENT.

A2.1.5.3. CONDUCTS PRE-TASK SAFETY BRIEFING.

A2.1.5.4. ASSISTS BASE EXPLOSIVE SAFETY IN SEMIANNUAL AND ANNUAL INSPECTION.

A2.1.5.5. MONITORS HAZARDOUS MATERIEL (HAZMAT) PROGRAM.

A2.1.5.6. MAINTAINS TO. Posts changes and supplements.

A2.1.5.7. OBTAINS AND UTILIZES PERSONAL PROTECTIVE EQUIPMENT WHEN PERFORMING MAINTENANCE FUNCTION.

A2.1.6. WEAPONS SAFETY:

A2.1.6.1. WORKS WITH BASE WEAPONS SAFETY PERSONNEL. Assists in Base Explosive Safety Program.

A2.1.6.2. PERFORMS BASE EXPLOSIVE SAFETY TRAINING.

A2.1.7. SECURITY PROGRAM MANAGEMENT. As Security Container Manager, maintains secured location for storage of classified and pilferable item. Inspects and verifies validity of item stored, conducts inspection, ensures required documentation is available, changes combination and provides maintenance on required basis, maintains historical data, and receives/provides training.

A2.1.7.1. PERFORMS THE PHYSICAL SECURITY REQUIREMENTS FOR MUNITIONS:

A2.1.7.1.1. APPOINTS A CONTROLLED AREA MONITOR AND ASSIGNS DUTIES.

A2.1.7.1.2. PERFORMS CONTROLLED AREA ESCORT DUTY.

A2.1.7.1.3. PERFORMS CHECK OF FENCE LINE, SIGNS, SECURITY LIGHTING, AND OUTSIDE PERIMETER SEMIANNUALLY. Submits work order for repair when needed.

A2.1.7.1.4. PERFORMS DAILY PHYSICAL LOCK CHECK.

A2.1.7.1.5. PERFORMS SEMIANNUAL INTRUSION DETECTION SYSTEM CHECK.

A2.1.7.2. PROVIDES SECURE TRANSPORT OF MUNITION ASSETS TO OFF-BASE USER.

A2.1.7.3. MAINTAINS PROFICIENCY IN THE USE OF 9MM AND M-16 WEAPONS.

A2.1.7.4. MONITORS LOCK AND KEY PROGRAM:

- A2.1.7.4.1. MAINTAINS AND UTILIZES KEY ISSUE LOG.
- A2.1.7.4.2. ENSURES DAILY AND WEEKLY INVENTORY IS COMPLETED FOR PRIMARY AND SECONDARY KEY BOX.
- A2.1.7.4.3. COMPLETES SEMIANNUAL AUDIT OF CONTROL AND SECONDARY KEY AND LOCK BY SERIAL NUMBER AND STRUCTURE VERIFICATION.
- A2.1.7.4.4. PERFORMS ANNUAL HIGH AND MEDIUM SECURITY LOCK ROTATION.
- A2.1.7.5. PERFORMS LOCK AND KEY MAINTENANCE.
- A2.1.7.6. PERFORMS ANNUAL MAINTENANCE ON SAFE.
- A2.1.7.7. VERIFIES REQUIRED FORMS FOR SAFE.
- A2.1.8. STORAGE:
 - A2.1.8.1. DEVELOPS AND MAINTAINS A MASTER STORAGE PLAN.
 - A2.1.8.2. ASSIGNS ASSET LOCATION IAW TO AND 11-DIGIT LOCATION SYSTEM.
 - A2.1.8.3. SEGREGATES ASSET FOR STORAGE BY COMPATIBILITY CODE, OWNERSHIP, SERVICEABILITY, AND WAREHOUSING CAPABILITIES.
 - A2.1.8.4. ENSURES ANNUAL EARTH-COVERED IGLOO CHECK IS COMPLETED.
 - A2.1.8.5. PERFORMS QUARTERLY CHECK OF VENTILATOR AND FUSIBLE LINK.
 - A2.1.8.6. ACCOMPLISHES HOUSEKEEPING ON ALL STRUCTURES AT LEAST SEMIANNUALLY. Performs sweeping, dusting, mopping, rodent control, and other associated janitorial tasks. Properly disposes of accumulated dunnage and storage materials.
 - A2.1.8.7. PERFORMS MAINTENANCE ON STORAGE IGLOO DOOR AND COMPONENT.
 - A2.1.8.8. APPLIES APPROPRIATE FIRE SYMBOL AND HAZARD CLASS SIGN TO STRUCTURE.
 - A2.1.8.9. UPDATES FIRE DEPARTMENT ON FIRE SYMBOL CHANGE.
 - A2.1.8.10. MAINTAINS MUNITIONS STORAGE AREA GROUNDS:

A2.1.8.10.1. PERFORMS MOWING, WEEDEATING, AND VEGETATION CONTROL OF STORAGE STRUCTURES, FENCE LINES, AND STORAGE AREA GROUNDS.

A2.1.8.10.2. PERFORMS SNOW REMOVAL. Utilizes snowplow, snow blower, and shovels to maintain safe travel in area, entry to structures, and cleared loading docks.

A2.1.9. INERT TRAINING MUNITIONS. Stores and maintains inert training munitions, issues item as required, obtains replacement of item, performs maintenance on part as necessary, and maintains serviceability tag.

A2.1.10. INSPECTION:

A2.1.10.1. PERFORMS INSPECTION OF MUNITION. Performs inspection of munitions IAW applicable TO and directives. Documents inspection in CAS-B.

A2.1.10.2. ESTABLISHES AND MAINTAINS A TRAINING AND CERTIFICATION PROGRAM FOR ALL INSPECTORS:

A2.1.10.2.1. PERFORMS PERIODIC INSPECTION (PI). Requests, processes and performs quarterly scheduled Periodic Inspection. Maintains inspection cycle records in CAS-B.

A2.1.10.2.2. PERFORMS PRE-ISSUE INSPECTION (PII). Accomplishes pre-issue inspection prior to issue of munitions to user.

A2.1.10.2.3. PERFORMS STORAGE MONITORING INSPECTION (SMI) IAW TO.

A2.1.10.2.4. PERFORMS SPECIAL INSPECTION (SPI). Accomplishes inspection as directed. Maintains inspection cycle records in CAS-B.

A2.1.10.2.5. PERFORMS SHIPPING INSPECTION (SI). Performs inspection on container and applies markings IAW applicable TO and directives.

A2.1.10.2.6. PERFORMS RECEIVING INSPECTION (RI). Performs receiving inspection requirements IAW applicable TO and directives.

A2.1.10.2.7. PERFORMS RETURNED MUNITIONS INSPECTION (RMI). Accomplishes inspection prior to accepting returned munitions. Returns munitions to proper packaging configuration and properly marks containers.

A2.1.10.3. MONITORS SHELF LIFE OF ITEM. Reviews CAS-B report and checks date periodically to ensure shelf life of item is not exceeded.

A2.1.10.4. PROCESSES AMMUNITION DISPOSITION REQUEST (ADR).

Identifies, processes and properly stores assets of suspended or restricted action until disposition instructions are received.

A2.1.10.5. IDENTIFIES SUSPENDED OR RESTRICTED ASSET. Inputs to CAS-B for disposition. Follows-up action with OO-ALC.

A2.1.11. CRTIC ASSETS INVENTORY. Accomplishes stock, custody, and courtesy storage inventory as required by applicable directives.

A2.1.11.1. PERFORMS MONTHLY 10 PERCENT INVENTORY. Selects and freezes assets for a random 10 percent inventory through CAS-B.

A2.1.11.1.1. PERFORMS PHYSICAL INVENTORY. Physically verifies quantities, lot numbers and serviceability of assets selected for the inventory and documents results.

A2.1.11.1.2. UPDATES INVENTORY RESULT. Inputs results from the inventory to CAS-B and clears record.

A2.1.11.1.3. INVESTIGATES AND RESEARCHES INVENTORY DISCREPANCY. Obtains historical data and researches discrepancy. Reverifies assets by accomplishing a physical breakout from the container if necessary.

A2.1.11.1.4. INPUTS CORRECTION OF INVENTORY DATA TO CAS-B. Accomplishes documentation and acquires necessary signatures from inspectors and the MASO.

A2.1.11.2. ASSISTS IN QUARTERLY CUSTODIAN ACCOUNT INVENTORY.

A2.1.11.3. REQUESTS INVENTORY IN CAS-B AND UPDATES COMPLETION RESULTS FOR CUSTODIAL ACCOUNTS.

A2.1.11.4. PERFORMS SEMIANNUAL 100% COMPLETE INVENTORY. Selects inventory and freezes accounts for a complete inventory through CAS-B.

A2.1.11.4.1. PERFORMS PHYSICAL INVENTORY. Physically verifies quantities, lot numbers, and serviceability of assets for the inventory and documents results.

A2.1.11.4.2. UPDATES INVENTORY RESULTS. Inputs results from the inventory to CAS-B and clears records.

A2.1.11.4.3. INVESTIGATES AND RESEARCHES INVENTORY DISCREPANCY. Obtains historical data and researches discrepancy. Reverifies assets by accomplishing a physical breakout from the container if necessary.

A2.1.11.4.4. ANNOTATES INVENTORY LISTING WITH DATA. Accomplishes documentation and acquires necessary signatures from inspectors and the MASO.

A2.1.12. COURTESY STORAGE. Maintains storage of WRM assets for regional account.

A2.1.12.1. ESTABLISHES AND DRAFTS COURTESY STORAGE AGREEMENT FOR EACH REGIONAL STORAGE ACCOUNT. Acquires necessary information and signatures for draft agreement. Monitors overall account and inspections or inventories due.

A2.1.12.1.1. RECEIVES SHIPMENT. Escorts truck to storage area, downloads truck, and places shipment in storage.

A2.1.12.1.2. PERFORMS GENERAL INSPECTION. Performs general inspection IAW appropriate TO; performs movement control and assigns location. Placards and stencils assets for owning organization.

A2.1.12.1.3. PROCESSES RECEIPT PAPERWORK FOR THE OWNING UNIT. Coordinates and updates unit file for asset storage accountability.

A2.1.12.1.4. PERFORMS INSPECTION OF MUNITIONS. Assists in the performance of periodic and/or special inspection of courtesy stored munitions IAW applicable TO. Maintains inspection cycle records.

A2.1.12.1.5. PERFORMS SEMIANNUAL INVENTORY. Assists in the semiannual inventory for courtesy stored assets.

A2.1.12.2. SHIPS MUNITIONS. Ships item when directed by owning unit or MAJCOM. Owning unit provides shipping paperwork.

A2.1.12.2.1. LOCATES ASSET AND PREPARES FOR SHIPMENT. Palletizes and bands shipment and attaches paperwork.

A2.1.12.2.2. PERFORMS SHIPMENT INSPECTION.

A2.1.12.2.3. LOADS SHIPMENT ON TRUCK.

A2.1.13. CUSTODY ACCOUNT. Oversees base-level organizational munitions account forecasted for and maintained by the host.

A2.1.13.1. PROVIDES TRAINING FOR CUSTODY ACCOUNT COMMANDER, CUSTODIAN, AND CERTIFYING OFFICIAL IAW AIR FORCE INSTRUCTIONS.

A2.1.13.2. REVIEWS AND ESTABLISHES ACCOUNT REQUEST. Coordinates and approves AF IMT 68, *Munitions Authorization Record*.

A2.1.13.3. ESTABLISHES COURTESY STORAGE AGREEMENT.

A2.1.13.4. LOADS ORGANIZATION ACCOUNT IN CAS-B.

A2.1.13.5. REVIEWS CUSTODY ACCOUNT FORECAST FOR SUBMISSION.

A2.1.13.6. LOADS APPROVED ALLOCATION FROM MAJCOM IN CAS-B.

A2.1.13.7. REQUISITIONS ASSET IN CAS-B.

A2.1.13.8. RECEIVES TRUCK SHIPMENT. Escorts truck to storage area, procures equipment for off-loading, downloads truck, and places shipment in storage.

A2.1.13.9. PERFORMS GENERAL INSPECTION. Performs general inspection IAW appropriate TO; performs movement control and assigns location. Placards and stencils asset for owning organization.

A2.1.13.10. ISSUES AUTHORIZED MUNITION ASSET FROM STOCK TO ORGANIZATIONAL ACCOUNT.

A2.1.13.10.1. Processes AF IMT 2005, *Issue/Turn-In Request*, in CAS-B.

A2.1.13.11. PERFORMS PHYSICAL BREAKOUT OF MUNITIONS. Assigns new location; placards and stencils asset; and performs movement control in CAS-B.

A2.1.13.12. PERFORMS INVENTORY WITH ACCOUNT CUSTODIAN. Custodian validates account assets and signs documentation from CAS-B.

A2.1.13.13. PROCESSES CUSTODIAN REQUEST FOR TRAINING ASSET. Custodian coordinates with the Munitions Element to obtain needed assets for training mission.

A2.1.14. MUNITIONS RESIDUE. Using organization schedules turn in of residue with Munitions Element upon termination of training exercises.

A2.1.14.1. SORTS, INSPECTS, AND CERTIFIES MUNITIONS RESIDUE.

A2.1.14.2. VALIDATES EXPENDITURE, TURN-IN QUANTITY, AND CONDITION OF ASSET WITH CUSTODIAN. Acquires signature on AF IMT 2005.

A2.1.14.3. RE-PACKS, RESEALS, AND TAGS REMAINING ASSET.

A2.1.14.4. RETURNS REMAINING ASSET TO STORAGE. Re-placards and performs movement control procedures.

A2.1.14.5. PROCESSES INFORMATION FOR ACCOUNT IN CAS-B. Provides visiting unit with copies of account reconciliation and acquires signature.

A2.1.14.6. PACKS, SEALS, PALLETIZES, PROPERLY MARKS AND WEIGHS MUNITIONS RESIDUE. Transports asset to storage igloo.

A2.1.14.7. TRANSPORTS RESIDUE FOR SALE AS SCRAP. Draws out prepared pallets; loads truck; and ties down for transport. Drives to location for sale as scrap.

A2.1.15. MAINTENANCE. Performs inspection and maintenance on all munitions equipment.

A2.1.15.1. PERFORMS MUNITION TRAILER MAINTENANCE. Performs scheduled and unscheduled maintenance and makes corrosion repair.

A2.1.15.1.1. PERFORMS 30-DAY SERVICE INSPECTION.

A2.1.15.1.2. PERFORMS 365-DAY PERIODIC INSPECTION.

A2.1.15.1.3. PERFORMS 365-DAY CORROSION INSPECTION.

A2.1.15.1.4. PERFORMS 720-DAY SPECIAL INSPECTION.

A2.1.15.1.5. PERFORMS UNSCHEDULED MAINTENANCE.

A2.1.15.1.6. MAKES CORROSION REPAIR.

A2.1.15.2. PERFORMS HOIST INSPECTION:

A2.1.15.2.1. PERFORMS OVERHEAD HOIST (MANUAL) INSPECTION.

A2.1.15.2.2. PERFORMS HOOK INSPECTION.

A2.1.15.3. PERFORMS TORQUE WRENCH INSPECTION.

A2.1.15.4. PERFORMS STENCIL MACHINE INSPECTION AND MAINTENANCE.

A2.1.15.5. PERFORMS MONTHLY AND QUARTERLY EYE-WASH STATION INSPECTION.

A2.1.15.6. PERFORMS BOMB SLING INSPECTION.

A2.1.15.7. PERFORMS NONDESTRUCTIVE INSPECTION (NDI) HOOK INSPECTION.

A2.1.15.8. PERFORMS GUIDANCE CONTROL UNIT INSPECTION (GCU-30).

A2.1.15.9. MAINTAINS ARGON CYLINDER AND PERFORMS INSPECTION.

A2.1.15.10. PERFORMS HAND TRUCK INSPECTION.

A2.1.15.11. PERFORMS MUNITIONS ASSEMBLY CONVEYOR (MAC) INSPECTION:

A2.1.15.11.1. PERFORMS CHARGER INSPECTION.

A2.1.15.11.2. PERFORMS UNSCHEDULED MAINTENANCE.

A2.1.15.11.3. INSTALLS AND REMOVES HOIST AND LIGHT ASSEMBLY ON MAC FOR STORAGE PURPOSES.

A2.1.15.12. MAINTAINS, ORDERS AND RECEIPTS FOR HAZMAT PROGRAM.

A2.1.15.13. MAINTAINS, ORDERS, RECEIPTS FOR AND INVENTORIES BENCH STOCK ITEM.

A2.1.15.14. MAINTAINS HISTORICAL AND INSPECTION RECORD FOR EQUIPMENT. Maintains Air Force Technical Order (AFTO) Form 95, Historical Information; AFTO Form 244/245, Inspection Record for Equipment; AFTO Form 375, Selected Support Equipment Repair Cost Estimate; and Department of Defense (DD) Form 1500, Serviceability Tag.

A2.1.15.15. ORDERS PART. Orders parts and material for scheduled and unscheduled maintenance and for corrosion repair on all maintenance equipment.

A2.1.15.16. RECEIVES PART. Verifies order is correct and receipts for order.

A2.1.15.17. MAINTAINS ASSIGNED FORKLIFT. Performs operator inspection and refuels vehicle.

A2.1.15.18. MAINTAINS MOWERS AND SNOW REMOVAL EQUIPMENT. Performs operator inspection and maintenance as required, and refuels equipment.

A2.1.16. VISITING UNIT SUPPORT:

A2.1.16.1. COORDINATES WITH INCOMING UNIT AND MAJCOM FOR ALLOCATION TRANSFER.

A2.1.16.2. REVIEWS REQUIREMENT. Reviews list of required assets, equipment and facilities submitted by visiting unit and coordinates with unit as required prior to arrival.

A2.1.16.3. PERFORMS SITE SURVEY. Performs site survey with visiting unit personnel.

A2.1.16.4. ESTABLISHES CUSTODY ACCOUNT. Reviews and approves AF Form 68 for set-up of organizational account.

A2.1.16.5. REQUISITIONS TRAINING ASSET FOR VISITING UNIT IN CAS-B OR COORDINATES SHIPMENT FROM USER.

A2.1.16.6. RECEIVES TRUCK SHIPMENT. Escorts truck to storage area, procures equipment for off-loading, downloads truck, and places shipment in storage.

A2.1.16.7. PERFORMS GENERAL INSPECTION. Performs general inspection IAW appropriate TO. Performs movement control and assigns location. Placards and stencils asset for owning organization. Inputs information in CAS-B.

A2.1.16.8. ISSUES AUTHORIZED MUNITION ASSET FROM STOCK TO ORGANIZATIONAL ACCOUNT. Processes AF IMT 2005 in CAS-B.

A2.1.16.9. PERFORMS PHYSICAL BREAKOUT OF MUNITIONS. Assigns new location; placards and stencils asset; fills out movement control form.

A2.1.16.10. PREPOSITIONS EQUIPMENT AND SUPPLIES.

A2.1.16.11. PERFORMS ARRIVAL BRIEFING. Performs briefings on runway procedures, general safety, and after- hour facility requirements.

A2.1.16.12. ACCOMPLISHES ARRIVAL INVENTORY AND TRANSFERS ACCOUNTABILITY. Inventories assets, equipment and facilities. Acquires signatures and processes paperwork.

A2.1.16.13. VALIDATES EXPENDITURE, TURN-IN QUANTITY, AND CONDITION OF ASSETS WITH CUSTODIAN. Acquires signature on AF IMT 2005.

A2.1.16.14. ACCOMPLISHES DEPARTURE INVENTORY. Inventories, inspects, and checks in equipment and facility from visiting unit, notifies appropriate office of discrepancy, and maintains record.

A2.1.17. AIR-TO-GROUND RANGE ACTIVITY. Plans and coordinates the Semiannual/Annual Range Explosive Ordnance Disposal (EOD) Clearance.

A2.1.17.1. DETERMINES PROPER QUANTITY OF EOD ASSETS REQUIRED FOR DEMILITARIZATION (DEMIL)/CLEARANCE.

A2.1.17.2. REQUISITIONS ASSETS IN CAS-B.

A2.1.17.3. RECEIVES TRUCK SHIPMENT. Escorts truck to storage area, procures equipment for off-loading, downloads truck, and places shipment in storage.

A2.1.17.4. PERFORMS GENERAL INSPECTION. Performs general inspection IAW appropriate TO. Performs movement control and assigns location. Placards and stencils asset for owning organization. Inputs information in CAS-B.

A2.1.17.5. ISSUES AUTHORIZED MUNITION ASSET FROM STOCK TO ORGANIZATIONAL ACCOUNT. Processes AF IMT 2005 in CAS-B.

A2.1.17.6. PERFORMS PHYSICAL BREAKOUT OF MUNITIONS. Assigns new location; placards and stencils asset; and performs movement control in CAS-B.

A2.1.17.7. INSPECTS, ISSUES, STORES, DELIVERS, AND ASSEMBLES COMPONENTS FOR USE.

A2.1.17.8. ASSISTS EOD AND RANGE PERSONNEL.

A2.1.17.9. RECONCILES ACCOUNT.

A2.1.17.10. ACQUIRES SIGNATURE FOR CERTIFICATION.

A2.1.18. COMBAT ARMS TRAINING AND MAINTENANCE (CATM) RANGE:

A2.1.18.1. SORTS BRASS. Empties cartridge.

A2.1.18.2. PROCESSES EXPENDITURES IN CAS-B.

A2.1.19. COMBAT AMMUNITIONS SYSTEM-BASE (CAS-B):

A2.1.19.1. ESTABLISHES WORK CENTER. Designs and sets-up. Installs optional hardware such as printers and data storage devices.

A2.1.19.2. PERFORMS WORK GROUP ADMINISTRATOR DUTY. Sets system time/date and manages user accounts and established profiles.

A2.1.19.3. MANAGES SYSTEM OPERATIONS, SOFTWARE, AND UPGRADES. Per host instruction and assistance, installs and removes software, maintains correct permissions, grants special authorizations, maintains a “trusted path,” and provides system and printer administration.

A2.1.19.4. MAINTAINS STRICT ENVIRONMENTAL REQUIREMENTS. Ensures a clean, safe, and secure environment for operations.

A2.1.19.5. PERFORMS SYSTEM OPERATOR DUTY. Performs start-up and shutdown function.

A2.1.19.6. TROUBLESHOOTS SYSTEM. Monitors system resource. Coordinates and reports malfunction with field engineers.

A2.1.19.7. MAINTAINS AUTOMATED DATA PROCESSING EQUIPMENT (ADPE) ACCOUNT. Monitors supplies, plans and performs preventative maintenance, runs diagnostics, maintains a troubleshooting log, and operates system peripherals.

A2.1.19.8. PERFORMS SYSTEM ADMINISTRATION SOFTWARE RESPONSIBILITIES. Manages program and directory/file system. Controls the size of system historical logs, reviews logs, creates new files, and installs software packages.

A2.1.19.9. PERFORMS AS SYSTEMS SECURITY OFFICER:

A2.1.19.9.1. ESTABLISHES RESTRICTED USER ACCESS. Controls user access to the system. Assigns accounts and passwords with assistance from the host.

A2.1.19.9.2. COORDINATES SYSTEM REQUIREMENTS WITH HOST AND USER. Keeps user informed of system updates/changes and requirements.

A2.1.19.9.3. MAINTAINS LESSON PLAN AND CONDUCTS TRAINING. Establishes and maintains training lesson plans, an on-the-job-training (OJT) program, and assists supervision with CAS-B related matters.

A2.1.19.9.4. MANAGES MUNITIONS COMMUNICATIONS SECURITY (COMSEC) PROGRAM. Manages and implements the requirements of USAF and Base Communications Security Program. Maintains COMSEC self-inspection program. Conducts required inspections, documents actions, executes checklists and provides training.

A2.1.19.9.5. PERFORMS FUNCTION OF TERMINAL AREA SECURITY OFFICER.

A2.1.19.9.6. MAINTAINS STU-III ACCOUNT. Maintains STU-III secure communications account, ensures security and inventory of controlled items, receives and provides necessary training and STU-III keys, and ensures proper and authorized use of system.

A2.1.20. MUNITIONS OPERATIONS:

A2.1.20.1. FORECASTS DATA FOR MUNITIONS USER. Inputs forecast data for munitions user.

A2.1.20.2. INPUTS AND MANAGES AUTHORIZED ALLOCATION LEVEL.

A2.1.20.3. REQUISITIONS ASSET.

A2.1.20.4. RECEIPTS FOR MUNITION:

A2.1.20.4.1. COMPLETES WORK ORDER AND RECEIVING DOCUMENTATION. Annotates movement control log.

A2.1.20.4.2. UPDATES INSPECTION HISTORY.

A2.1.20.4.3. INPUTS SHELF- AND SERVICE-LIFE DATA.

A2.1.20.5. PROCESSES MUNITIONS SHIPMENT:

A2.1.20.5.1. COMPLETES REDISTRIBUTION ORDER AND SHIPPING DOCUMENTATION. Annotates movement control log.

A2.1.20.5.2. PROVIDES SHIPPING DATA TO TMO. Provides TMO information required to task a dispatcher/carrier.

A2.1.20.5.3. INPUTS SHIPPING INSPECTION DATA.

A2.1.20.5.4. INPUTS DATE OF DEPARTURE FOR SHIPPING ORDER.

A2.1.20.6. MANAGES CAS-B CUSTODY ACCOUNT:

A2.1.20.6.1. INPUTS AND MAINTAINS ORGANIZATIONAL ACCOUNT INFORMATION.

- A2.1.20.6.2. REQUESTS MANAGEMENT LISTING, INVENTORY, AND LOCATION CHANGE. Updates inspection data.
- A2.1.20.6.3. PROCESSES HARD COPY AF IMT 2005 FOR ISSUE, TURN-IN, AND EXPENDITURE.
- A2.1.20.6.4. INPUTS ISSUE, TURN-IN, AND EXPENDITURE.
- A2.1.20.6.5. RECONCILES CUSTODY ACCOUNT.
- A2.1.20.6.6. PERFORMS DOCUMENT CONTROL.
- A2.1.20.6.7. UPDATES MOVEMENT CONTROL LOG.
- A2.1.20.6.8. MONITORS SHELF-LIFE, STORAGE MANAGEMENT, AND PERIODIC INSPECTION LISTING.
- A2.1.20.6.9. PROVIDES CUSTODY ACCOUNT TRAINING.
- A2.1.20.7. MAINTAINS COURTESY STORAGE ACCOUNT:
 - A2.1.20.7.1. MONITORS MASTER STORAGE AND COMPATIBILITY PLAN.
 - A2.1.20.7.2. MONITORS INSPECTION CYCLE DATA.
 - A2.1.20.7.3. MONITORS INVENTORY CYCLE.
 - A2.1.20.7.4. UPDATES COURTESY STORAGE AGREEMENT.
 - A2.1.20.7.5. COORDINATES SHIPPING AND RECEIVING DATA FOR COURTESY STORAGE UNIT.
- A2.1.20.8. MANAGES/MAINTAINS SUPPORTED UNIT INVENTORY:
 - A2.1.20.8.1. SELECTS INVENTORY TYPE AND REQUESTS FREEZE OF ASSETS.
 - A2.1.20.8.2. INPUTS INVENTORY DATA.
 - A2.1.20.8.3. PERFORMS HISTORICAL DATA RESEARCH FOR DISCREPANCY.
 - A2.1.20.8.4. ACCOMPLISHES NECESSARY CORRECTIVE ACTION.
 - A2.1.20.8.5. RECONCILES INVENTORY ACCOUNT.
 - A2.1.20.8.6. PERFORMS FOUND-ON-BASE TURN-IN PROCEDURE AND DATA INPUT. Completes work order, turns-in document, inspection criteria input, and stock level entry to adjust account balance.

A2.1.20.8.7. PERFORMS REVERSE-POST TRANSACTION. Completes history research and stock level entry to adjust balance.

A2.1.20.9. PROVIDES VISITING UNIT CAS-B TRANSACTION SUPPORT. Inputs visiting unit transaction.

A2.1.20.9.1. INPUTS AUTHORIZED ALLOCATION LEVEL.

A2.1.20.9.2. INPUTS RECEIPT.

A2.1.20.9.3. INPUTS ISSUE.

A2.1.20.9.4. INPUTS TURN-IN.

A2.1.20.9.5. INPUTS EXPENDITURE.

A2.1.20.9.6. INPUTS INSPECTION DATA.

A2.1.20.9.7. INPUTS INVENTORY.

A2.1.20.9.8. INPUTS LOCATION CHANGE.

A2.1.20.9.9. INPUTS ACCOUNT RECONCILIATION.

A2.1.20.9.10. INPUTS SHIPMENT.

A2.1.20.10. PERFORMS DOCUMENT CONTROL. Accomplishes document control on all paperwork and performs quality check.

A2.1.20.11. PERFORMS ADMINISTRATION FILE MAINTENANCE FOR ALL AUDITABLE DOCUMENTATION.

A2.1.20.12. MANAGES CAS-B LISTING AND TRANSACTION REGISTER. Manages daily, weekly and monthly CAS-B listings and transaction registers.

A2.1.20.13. MANAGES MOVEMENT CONTROL LOG.

A2.1.20.14. MANAGES SHIPPING AND RECEIVING LOG.

A2.1.20.15. PERFORMS END-OF-YEAR ACCOUNT PROCESSING:

A2.1.20.15.1. RECONCILES ACCOUNT INFORMATION.

A2.1.20.15.2. RESETS LEVEL OF AUTHORIZATION.

A2.1.20.15.3. ARCHIVES PAPERWORK FILE.

A2.2. INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are:

Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup. See Air Force Manpower Standard (AFMS) 00AA, *Standard Indirect Allowed Man-hours*.

Attachment 3**MANPOWER TABLE****Table A3.1. Standard Manpower Table.**

Air Force Specialty Title	AFSC	Grade	Manpower Requirements		
Munitions Sys Craftsman	2W0X1	AGR	2	3	4
Total:			2	3	4